

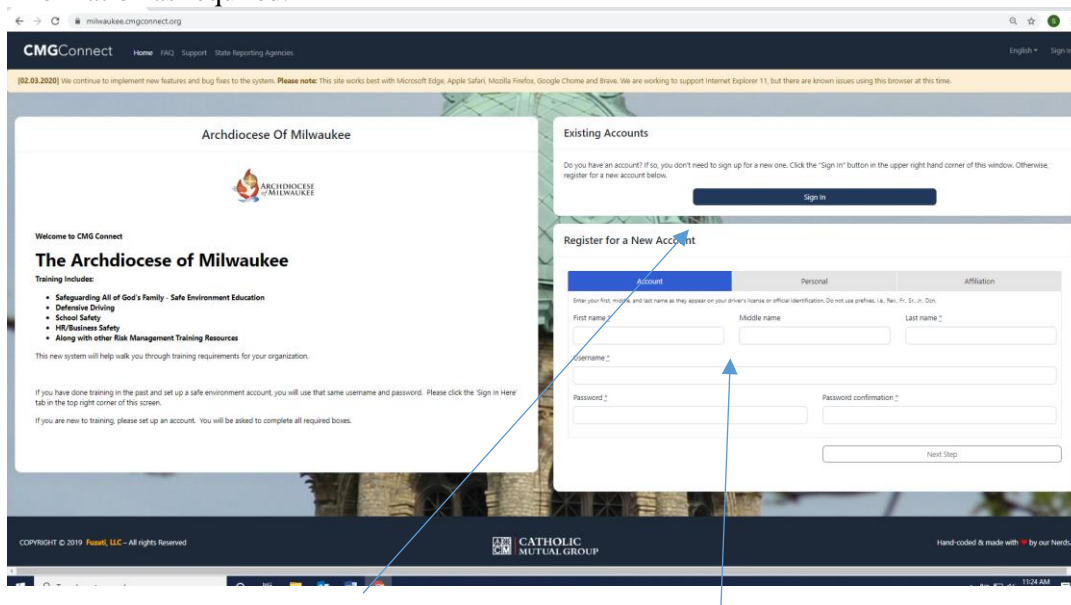


Instructions for Completing Initial Live Training, Code of Ethics, and Background Check

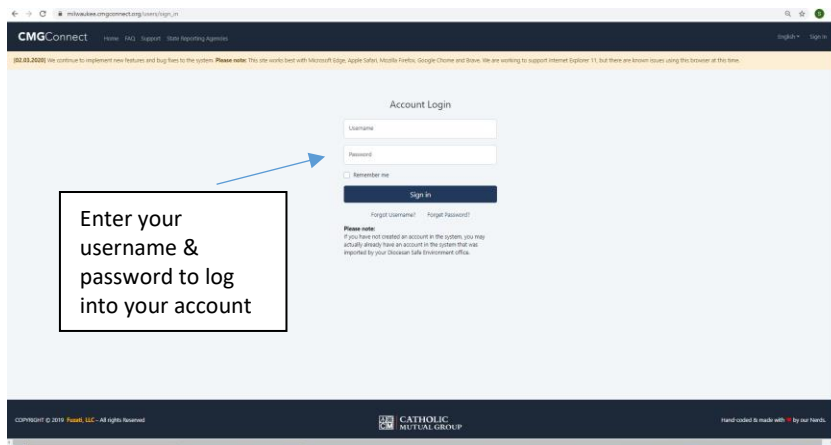
You are being asked to take a Safe Environment in-person training, Code of Ethics, and a Background check as part of the process of your application to be a volunteer/employer in the Archdiocese of Milwaukee.

Logging Into Your Account

Please go to milwaukee.cmgconnect.org to log into your CMG Connect Account to complete your background check information as required.



Please click on either **Sign In** button or **Register for a New Account**;



(If you were told you have an account and you have never logged into your CMG Connect account, please contact your parish/site Safe Environment Coordinator and they will be able to temporary reset your password to 1234. Please enter 1234 for your password and you will be prompted to change your password upon logging into your account. Once you have changed your password, you will need to re-log into your account again using the new password that you have set.)

Completing the Initial Live Training Curriculum

Once you have successfully logged into your account you will see your main screen with your training information.

Synana Rivera Garcia
Archdiocese Milwaukee CENTRAL OFFICE EMPLOYEES ONLY

Live Training Registration
No Upcoming Training

Background Check Status
Expires on 10/21/2024 consent

Certification Status
Yes - Expires: 10/21/2024

Required Trainings

Search:

Expires Every 5 Years

1. INITIAL LIVE TRAINING ONLY - Safe Environment Curriculum/Code of Conduct - Milwaukee
Select ONLY for 1st time participants that have not had training before. You are still required to complete a

Start

Expires Every 5 Years

2. FIVE YEAR Background Check & Code of Ethics Renewal - Safe Environment - Milwaukee
Select ONLY if you have been to a live training class previously

Start

Support

You will need to scroll down to *Required Trainings* to find the curriculum listed as **1. INITIAL LIVE TRAINING ONLY-Safe Environment Curriculum/Code of Conduct-Milwaukee**. (This is the ONLY curriculum you need to complete)

Expires Every 5 Years

1. INITIAL LIVE TRAINING ONLY - Safe Environment Curriculum/Code of Conduct - Milwaukee

Select ONLY for 1st time participants that have not had training before. You are still required to complete a

Start

Click Start to complete the curriculum.

Start

You will need to go all the way through the SEVEN curriculum screens.

Screen 2- Please click the Click to RSVP, for the training that better suits your availability.

1. INITIAL LIVE TRAINING ONLY - Safe Environment Curriculum/Code of Conduct - Milwaukee
Expires every 5 Years

Please note that your requirements will not be fully complete until the Facilitator confirms your attendance at the event.

SELECT "CLICK HERE" TO PRE-REGISTER FOR YOUR DESIRED TRAINING SESSION. Once you see your selected training marked with "Planning to Attend," you have successfully pre-registered. Your curriculum will be remain marked with "Resume" until AFTER your attendance is confirmed by an administrator.

<p>SESSION PASSED Safe Environment Training- St. Josaphat Parish School, Milwaukee SPANISH SESSION</p> <p>02/05/2020 - 06:30 PM</p> <p>Basilica of St Josaphat 801 W Lincoln Ave, MILWAUKEE, WI, 532150000</p> <p>Contact: Karin Strasser 414-645-4378 View Notes</p> <p>Click to RSVP</p>	<p>SESSION PASSED Safe Environment Training- St John Vianney, Brookfield</p> <p>02/11/2020 - 06:30 PM</p> <p>St John Vianney 1755 N Calhoun Rd, BROOKFIELD, WI, 53005</p> <p>Contact: Dave Baudry View Notes</p> <p>Click to RSVP</p>	<p>SESSION PASSED Safe Environment Training- St. Joseph Church, Waupun</p> <p>02/12/2020 - 06:00 PM</p> <p>St Joseph - Waupun 118 West Main St, WAUPUN, WI, 53963</p> <p>Contact: Erika Scheer 440-321-6470 View Notes</p> <p>Click to RSVP</p>
<p>SESSION PASSED Safe Environment Training- St Francis de Sales Parish, Lake Geneva</p>	<p>Safe Environment Training- St. John the Baptist Church & School, Plymouth</p>	<p>Safe Environment Training- St. Joseph Catholic Academy, Kenosha</p>

You are able to come back and remove session if you cannot make it to the original choice. You will have to click on the Live Events box and remove RSVP.

Please note that your requirements will not be fully complete until the Facilitator confirms your attendance at the event.

SELECT "CLICK HERE" TO PRE-REGISTER FOR YOUR DESIRED TRAINING SESSION. Once you see your selected training marked with "Planning to Attend," you have successfully pre-registered. Your curriculum will be remain marked with "Resume" until AFTER your attendance is confirmed by an administrator.

SESSION PASSED Safe Environment Training- St. Josaphat Parish School, Milwaukee SPANISH SESSION

02/05/2020 - 06:30 PM

Basilica of St Josaphat
801 W Lincoln Ave, MILWAUKEE, WI, 532150000

Contact:
Karin Strasser
414-645-4378
View Notes

Planning to Attend

Remove RSVP

Next Page

Support

You click on Next Page, complete the entire following task, and wait for attendance to be entered after the Live In-Person training.

Screen 6- Please click the *I Understand and Agree to the Above Terms.*

Code of Ethical Standards
Read and Acknowledge Page
Done

Mandatory Reporting Policy
Read and Acknowledge Page
Done

Acknowledgement Questions
Question/Answer Page
Done

Background Check Notification
Read and Acknowledge Page
Done

Background Check
Background Check Page
Done

STOP

ONLY PROCEED if you have been instructed to complete another background check.
You MUST have previously gone to a Live Training Class **AND** previously had a Background Check to continue.

To ensure the wrong parish/school does not get charged, please make sure you have selected the correct primary parish/school BEFORE submitting your background check.
If unsure, click 'Edit Profile' to the left. Make your changes and SAVE.
You could be charged \$20 for this background check if you do not need one!
Call your coordinator or the Archdiocese if you are unsure.

Click the **Dashboard** tab on the left to return to the main menu.

I Understand and Agree to the Above Terms

***You are being asked to complete this background check. You will not be charged for this background check.

Screen 7 – Review the consent and enter your background check information. You are completing this criminal background check on behalf of Your Parish/School site where you are volunteering/being employed. **Please make sure your site in this field is the parish/site you are volunteering/working at.**

Confirmation
Question/Answer Page
Done

Authorization
Read and Acknowledge Page
Done

Background Check
Background Check Page
In Progress

For Office Use ONLY - Milwaukee
Expires every 1 Year

*Please enter your name as listed on your government issued identification

I do not have a middle name

First name* Middle name* Last name*

Maiden name

Address 1* Address 2

City* State* Zipcode*

Phone*

Date of Birth*

Social Security Number* *Confirm Social Security Number

I am completing this BG check on behalf of this location*

I agree to terms and conditions. Read terms And conditions

If you are a resident of the CA, ME, MA, MN, NJ, NY or OR, click here to view state specific information.

Submit Background Check Request

Please make sure you check this box!

If you do not have a middle name please remember to check this box.

Last step is to click **Submit Background Check Request.**

Your criminal background check will be submitted and your parish/site will receive it for review.

Please contact Cynthia Rivera-Garcia, Administrative Assistant for the Safe Environment Office for assistance at 414-769-3447 or riveragarcia@archmil.org.